



210 Laurel Avenue • Tillamook, OR 97141  
phone 503-374-1828 • email [jchristensen@tillamookor.gov](mailto:jchristensen@tillamookor.gov)

Thank you for your interest in becoming a part of the City's management team! Please refer to the list below when preparing to submit your application.

### EMPLOYMENT APPLICATION INSTRUCTIONS AND CHECKLIST:

- ☐ **REQUIRED:** Fill out the application completely and sign it.
- ☐ **REQUIRED:** Write and attach a cover letter expressing your interest in working for the City of Tillamook. Please explain why you would like to be considered for the position and what your short-term and long-term goals are in relation to a career with the City of Tillamook.
- ☐ **REQUIRED:** Submit a résumé with your application materials.
- ☐ **REQUIRED:** Draft and include a response to the supplemental essay questions.
- ☐ Letters of recommendation are acceptable (but not required).
- ☐ **If you are a veteran**, please submit a copy of your DD-214 with your application in order to receive veteran's preference points.
- ☐ The City of Tillamook is an EQUAL OPPORTUNITY EMPLOYER. In accordance with Federal guidelines for Equal Opportunity Employment, a *voluntary* supplemental information form is also included with the application. Submission of this form is completely voluntary and will not affect your consideration for employment purposes.
- ☐ Return your application to City Hall at 210 Laurel Avenue, in Tillamook by 4:00 p.m. of the job posting's closing date.

If you have any questions regarding the position for which you are applying, or the application process, please call the City of Tillamook's Human Resource Department at 503-374-1828 or email [jchristensen@tillamookor.gov](mailto:jchristensen@tillamookor.gov). Thank you for applying!

## **City of Tillamook Application for Employment**

Complete the entire application, or it will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):		Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:	
Email Address:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach DD214 for preference)	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Have you ever been employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current City employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
If required for position, do you have a valid CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:	
How did you learn about this employment opportunity at the City of Tillamook? Check all that apply: <input type="checkbox"/> Ad in newspaper/publication _____ (please note which) <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Website _____ (please note which) <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:			

## **SKILLS**

**Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).**


HR USE ONLY: Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

## EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

## WORK EXPERIENCE

Please detail your work history for the past 10-15 years. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment within the requested time period may be considered falsification of information. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

**PLEASE NOTE:** The City of Tillamook reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From:            To:		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:			
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:		Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:			Reason for Leaving:

Dates Employed (most recent position) From:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Attach additional copies of this sheet if necessary.



Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_



**EACH ITEM AND SIGN THAT YOU UNDERSTAND AND  
ACCEPT THIS INFORMATION:**

- I certify that the information on this application and its supporting documentation is accurate and complete.
- I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.
- I authorize the City of Tillamook to investigate, without liability, all statements contained in this application and supporting materials.
- I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.
- If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
- I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.
- I understand that staff employees of the City of Tillamook serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.
- If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations.
- I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to PERS ( Retirement System) or to an optional retirement program, if applicable.
- I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.
- I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **VOLUNTARY SUPPLEMENTAL INFORMATION:**

In accordance with Federal Guidelines for Equal Opportunity Employment, the City of Tillamook is required to keep records on employee's demographic information. Submission of this portion of the application is *completely voluntary* and will not affect your consideration for employment purposes.

SEX:   ☐ MALE      ☐ FEMALE

Date of Birth \_\_\_\_\_(mm/dd/yyyy)

### **RACIAL ORIGIN:**

☐ White (not of Hispanic origin)  
☐ Asian or Pacific Islanders

☐ Hispanic                      ☐ Black (not of Hispanic origin)  
☐ American Indian or Alaska Native

